

Community Supervision Standards  Juvenile Justice Authority State of Kansas	<b>CHAPTER:</b>  <b>ADMINISTRATION</b>	<b>STANDARD NO.</b>  <b>CSS-01-111</b>
	<b>SUBJECT:</b>  <b>WEEKLY WORK SCHEDULES</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: None</b>		<b>DATE ADOPTED: 7/1/06</b> <b>DATE REVIEWED:</b>

**STANDARD:** Written policy, procedure and practice require the Community Supervision Agency to maintain a weekly work schedule for Community Supervision Officers that indicates flexible workdays, hours, and schedules to accommodate juvenile need.

**DISCUSSION:** The process of developing flexible schedules should reflect the need for Community Supervision Officers to contact juveniles and families in the home, placements and community, rather than the standard 8:00 a.m. to 5:00 p.m., Monday to Friday, schedule. It is recommended that ten (10) percent of the Community Supervision Officer's weekly work schedule should be outside of the standard 8:00 a.m. to 5:00 p.m. business day. The Community Supervision Agency must review schedules as needed to determine continued need and appropriateness.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies and their employees/contractors and juveniles under supervision. They are not intended to establish state created liberty interests for community supervision agencies or their employees/contractors, or supervised juveniles, or an independent duty owed by the Juvenile Justice Authority to community supervision agencies, or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.